

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 11

IMPORTANT: Mark all packages and papers with contract and/or order numbers

1 DATE OF ORDER 09/28/2015		2 CONTRACT NO (if any) EP-W-14-020		6 SHIP TO a NAME OF CONSIGNEE Ming Chang	
3 ORDER NO 0058		4 REQUISITION/REFERENCE NO PR-OARM-15-00935			
5 ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460				b STREET ADDRESS US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R	
				c CITY Washington	d STATE DC
				e ZIP CODE 20460	
7 TO FLORIDA HENDRICKS				f SHIP VIA	
a NAME OF CONTRACTOR SRA INTERNATIONAL, INC.				8 TYPE OF ORDER	
b COMPANY NAME				<input type="checkbox"/> a PURCHASE REFERENCE YOUR	
c STREET ADDRESS 4300 FAIR LAKES COURT				<input checked="" type="checkbox"/> b DELIVERY Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract	
d CITY FAIRFAX		e STATE VA	f ZIP CODE 220334232		

9 ACCOUNTING AND APPROPRIATION DATA See Schedule				10 REQUISITIONING OFFICE HPOD	
11 BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a SMALL <input checked="" type="checkbox"/> b OTHER THAN SMALL <input type="checkbox"/> c DISADVANTAGED <input type="checkbox"/> d WOMEN-OWNED <input type="checkbox"/> e HUBZone <input type="checkbox"/> f SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h EDWOSB					12 FOB POINT Destination
13 PLACE OF a INSPECTION		b ACCEPTANCE		14 GOVERNMENT B/L NO	15 DELIVER TO F O B POINT ON OR BEFORE (Date) 09/30/2016
				16 DISCOUNT TERMS	

17. SCHEDULE (See reverse for Rejections)

ITEM NO (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 097779698 The purpose of this Task Order is to procure the services of SRA to complete the duties as outlined in the Statement of Work. A Cost Estimate and Work Plan is due to the Agency within ten business days from Continued ...					
18 SHIPPING POINT		19 GROSS SHIPPING WEIGHT		20 INVOICE NO		17(h) TOTAL (Cont pages)
21 MAIL INVOICE TO						
a NAME RTP Finance Center		3,000.00				17(i) GRAND TOTAL
b STREET ADDRESS (or P O Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive		3,000.00				
c CITY Durham		d STATE NC	e ZIP CODE 27711			

22 UNITED STATES OF AMERICA BY (Signature)	23 NAME (Typed) Patrice L. Cunningham TITLE CONTRACTING/ORDERING OFFICER
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ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers

DATE OF ORDER

CONTRACT NO

ORDER NO

09/28/2015

EP-W-14-020

0058

ITEM NO (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	the date of this Order. TOCOR: Ming Chang Max Expire Date: 09/30/2016 Admin Office: HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460 Period of Performance: 09/28/2015 to 09/30/2016					
0001	Task Order Funding Accounting Info: 15-16-B-85H1-ZZZGF5-2504-15855HS005-00 1 BFY: 15 EFY: 16 Fund: B Budget Org: 85H1 Program (PRC): ZZZGF5 Budget (BOC): 2504 DCN - Line ID: 15855HS005-001 Funding Flag: Partial Funded: \$3,000.00				3,000.00	
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))						\$3,000.00

CONTRACT # EP-W14-020
TASK ORDER # _____

TITLE: EPA University

ABSTRACT: This task order will provide facilitation and technical support services to core elements in the development and support of EPA University. Tasks will be identified and outcomes described in written Technical Direction from the TOCOR. This project is funded by the Office of Human Resources.

I. BACKGROUND

EPA University

EPA University is a High Performing Organization (HPO) initiative to consolidate EPA's training so employees may engage in training activities that increase knowledge and skills in support of the EPA's mission. EPA University will contain all EPA training opportunities in one consolidated online repository that will be available through a secure log on.

Tasks

EPA University consists of the following core elements, which will form the basis of the tasks required in this task order. They will continue to grow and change based on program priorities. The Task Order Contracting Officer Representative (TOCOR) will specify the contractor's support assignments for these elements in technical direction. The contractor is not authorized to provide grant funding, to evaluate grant proposals or perform personal services or other prohibited contract activities.

Facilitation Support

The contractor shall facilitate meetings of the project management team.

Communications Support

The contractor shall provide communications support.

Governance

The contractor shall assist in developing a governance structure for the development and ongoing maintenance of EPA University. Governance is an essential component of EPA University to ensure that EPA stakeholder groups understand how EPA University will be managed and how issues will be resolved.

EPA University SharePoint Site

The contractor will update and maintain the EPA University SharePoint site based on information received in the previous tasks.

II. SCOPE OF WORK

1. Work Plan and Task Order Management

- a. The contractor shall submit a cost estimate, broken out by each task, and work plan to the Contracting Officer (CO), Project Officer (PO) and Task Order Project Officer's Representative (TOCOR) in accordance with the requirements of this contract. The workplan shall document procedures for substitution of labor categories in the event of the temporary or permanent absence of assigned personnel. The work plan and cost plan shall assume annual option periods ending September 30 of each year.
- b. The contractor shall be responsible for oversight of deliverables under this task order and shall be responsible for transmission of reports and invoices as required by the contract. No monthly report shall be due in any month in which there is no substantive work performed.

2. This task order is to be designed in phases. The first phase will be the development of the project plan. The first phase shall be initiated immediately upon acceptance of the work plan. Description of additional phases will be determined by the TOCOR as soon as possible.

3. At the request of the TOCOR, the contractor shall participate in a post-process debriefing with EPA officials, including the PO, TOCOR and Technical Directive and relevant EPA management, to discuss lessons learned and next steps.

4. At the conclusion of the period of performance, the contractor shall furnish a Final Report that summarizes the project and its outcome including information on the subprojects and each of its outcomes. The report shall also list:

- (a) *A summary list of all final work products and where they are available download.*
- (b) *A summary of any interim work products, their status, and where they are available for download.*
- (c) *A short process evaluation by the contractor summarizing procedural lessons learned and recommendation for improvements.*

The TOCOR will review the Final Report and provide comments and revisions as necessary. The contractor will incorporate these comments and revisions. All work products will be made available in electronic form unless noted otherwise.

Task A – Facilitation Support

The contractor shall facilitate meetings of the project management team as identified below or by the TOCOR through technical direction. This includes the drafting and production of strategies, plans, outreach documents, brochures, etc, that will help EPA staff coordinate work and assist stakeholders in understanding and participating EPA University. The meetings are expected to take place in EPA HQ offices.

1. The contractor shall meet with the EPA PO and TOCOR to discuss substantive, procedural, and process design, and identify ways that EPA University can be more effective (e.g. sharing new information and refining team processes).
2. The contractor shall suggest a process design for the project, at the request of the EPA TOCOR or designated staff, including but not limited to: timing, schedule, structure, location, needs for facilitation, needs for resources and information, and suggested mix of participants.
3. The facilitator shall keep the parties talking, listening, and moving--as much as possible-- towards the goal of the process.
4. At the direction of the TOCOR or designated staff, the facilitator shall provide a draft agenda to the PO and TOCOR for each meeting supported under this Task Order. The facilitator may consult with EPA and all other appropriate parties in drafting an agenda. Upon receipt and incorporation of TOCOR comment, the facilitator shall distribute the final agenda to the PO, TOCOR, and meeting members.
5. The facilitator shall communicate as necessary in person, by phone, or in writing, with meeting members and other participants between meetings to ensure that issues and concerns have been communicated accurately and that meeting members are adequately prepared for the next meeting.
6. Upon receiving written direction from the TOCOR, facilitator shall provide draft meeting summaries to the EPA TOCOR. Upon receipt and incorporation of EPA and participant comments, the facilitator shall distribute final meeting summaries to the EPA PO, TOCOR, meeting participants and other interested parties.
7. The Contractor shall provide information for EPA's ADR and contract tracking systems. The contractor shall contribute to or conduct all or parts of an evaluation of the case according to EPA meeting evaluation protocols provided by the

TOCOR. As requested by the TOCOR, the contractor shall participate in a post-process debriefing with EPA officials, including the PO, TOCOR and Technical Contact and relevant EPA management, to discuss lessons learned and next steps.

8. The contractor shall provide a final report summarizing the agreements of the parties, recommendations for implementation and follow-up activities. The agencies will likely be responsible for note taking during the meetings and workshops. However, the facilitator may provide documentation of the agreements reached during these meetings and workshops.
 9. The contractor shall perform targeted research and data gathering tasks, as necessary, and as directed by the TOCOR, and shall draft action plans, strategic plans, and other related documents, to reflect the discussions at the meetings supported under this Task Order.
- TOCORTOCOR

Task B – Communications Support

1. As part of this task, the contractor shall provide communications support. This support will include, but is not limited to:
 - Develop presentations for management with progress, issues for management resolution and next steps
 - Develop communications to employees about EPA University
2. As directed by the TOCOR, the contractor, working in partnership with EPA, will develop overall programmatic products and outreach materials (e.g., project plan, memos, brochures, fact sheets, etc).

The support shall include, but is not limited to:

- Working with the team lead to plan the meetings and develop agendas
- Document agreements
- Document and track next steps
- Develop materials with the outcomes from the meetings in preparation for future meetings, including but not limited to:
 - Project Timeline
 - Project Plan

- Project Priorities
- Tasks
- Risks
- Issues for resolution

Task C – Governance Support

As part of this task, the contractor shall assist in developing a governance structure for the development and ongoing maintenance of EPA University. Governance is an essential component of EPA University to ensure that EPA stakeholder groups understand how EPA University will be managed and how issues will be resolved. As part of this task, the contractor shall provide the following support:

- Facilitate team meetings to document the governance structure
- Develop processes associated with the governance structure
- Develop procedures associated with recommending courses or “best in class” trainings
- Process for annual course evaluation surveys
- Site organization
- Process for approving and populating the site with trainings
- Other processes as identified

Task D – EPA University SharePoint Site

As part of this task, the contractor will update and maintain the EPA University SharePoint site based on information received in the previous tasks. All tasks will be coordinated with the TOCOR and EPA team. This support will include, but is not limited to:

- Developing the site structure, including presentation and organization of information
- Developing the content
- Populating site content from LMS or manual submissions
- Testing functionality, accessibility and usability
- Develop Help desk/email box communications management
- Provide assistance on updating the site based on user feedback
- Assist in organizing and laying out information for web pages

III. WORK APPROACH

A. Work Flow and Responsibilities for Technical Directive Initiation and Management:

1. The person requesting the services pursuant to this TO shall contact the TOCOR and jointly they will determine: (1) whether the work needed will comply with the statement of work for this task order and (2) the scope and timing of the assistance needed.
2. The TOCOR will provide the Contractor with a completed Technical Directive form (with a cc to the PO, CO and person requesting the services) which will include a a Technical Directive Contact person, short description of the situation, the location of the assignment, the goal and outcome desired, local contacts, schedule constraints, time limits, reporting requirements, tasks to be performed and any special requirements. The Technical Directive Contact is NOT authorized to issue technical direction to the contractor or service provider – he/she is a contact person only to provide information and coordination on the topic or project. Only the TOCOR or PO can issue official technical direction. Only the EPA Contracting Officer can change the terms, conditions or costs of this Task Order and the Technical Directives under this task order.
3. The Contractor shall provide a brief work plan and cost plan for each Technical Directive and shall proceed only when notified in writing by the TOCOR that the technical approach and cost estimate are acceptable.
4. The Contractor shall provide the assistance as outlined in the Technical Directive. The contractor shall include the TOCOR and the Technical Directive contacts in all communications and planning discussions, status reports and updates on the project.
5. All reports, transmittals and deliverables for a particular Technical Directive shall be submitted to the TOCOR, PO, Technical Directive Contact and any others designated as recipients in the Technical Directive.
6. The Technical Directive Contact shall be responsible for evaluating the service provider's performance at the end of the case/project and during the project if it lasts through the annual contract evaluation performance schedule.

B. Contractor Representation

In gathering information or performing tasks with parties outside the EPA, the contractor will identify him/herself as a contractor to EPA, not an EPA employee.

The Contractor shall provide input or make recommendations based on the information gathered, however, decisions on all substantive issues will be made by EPA. THE CONTRACTOR SHALL NOT INTERPRET EPA POLICY ON BEHALF OF EPA NOR

MAKE DECISIONS ON ITEMS OF POLICY, REGULATION OR STATUTE. THE CONTRACTOR SHALL NOT TAKE A STAND ON THE MERITS OF SUBSTANTIVE ITEMS UNDER DISCUSSION.

C. Status Notifications:

THE CONTRACTOR SHALL NOTIFY THE EPA PROJECT OFFICER AND PROGRAM OFFICE CONTACT WHEN 75% OF THE FUNDS PROVIDED HAVE BEEN EXPENDED OR WHEN FUNDING FOR LESS THAN 6 WEEKS WORK REMAINS.

The Contractor shall also notify the TOCOR when 75% of the funds have been used on any single case assignment. Notifications shall be in writing and cc to the Project Officer.

D. Task Order Qualifications:

If out of town travel is required to accomplish the tasks under this task order, the contractor shall obtain advance approval for that trip and its costs in writing from the TOCOR, ATOCOR and/or the PO. To the extent possible, the contractor's per diem costs shall be within allowable limits set by GSA.

This task order is not funded by multiple appropriations. This task order does not provide for training of contractor personnel, provision of Government Furnished Property or Accountable Personal Property or IT products or services. The SOW does not include any tasks that are inherently governmental in nature or provide personal services. The SOW does not anticipate transferring or developing Confidential Business Information or Personally Identifiable Information to the contractor. Development of communications products as a result of activities on this task order will be in compliance with EPA's Policy and Implementation Guide for Communications Product Development and Approval found at [HTTP://www.epa.gov/productreview/guide/index.html](http://www.epa.gov/productreview/guide/index.html).

The Contractor is directed to conduct Conflict of Interest checks and provide this information as a part of the Work Plan for TOCOR review and CO approval.

IV. SCHEDULE OF DELIVERABLES

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Item	Due no later than	Type
Work Plan	10 days from T.O. issuance	Deliverable
Draft Meeting Agenda	2 weeks before the meeting	Transmittal
Final Meeting Agenda	1 week before the meeting	Deliverable
Draft Meeting Summaries	2 weeks after the meeting	Transmittal
Final Meeting Summaries	2 weeks after meeting	Transmittal
Draft presentations	As directed by TOCOR	Transmittal
Final presentations	1 week after comments	Deliverable
Communications Products	As directed by TOCOR	Transmittal
Summary Report	As directed by TOCOR	Transmittal
Draft Final Report	2 weeks after POP expires	Transmittal
Final	1 week after comments	Deliverable

The contractor shall send EPA all reports in accordance with the contract.

The contractor shall provide a work plan within the schedule provided in the basic contract.

Copies of all reports, meeting notices, agenda, summaries and any other written deliverables shall be sent to the PO and the TOCOR listed below. If oral briefings are scheduled for EPA staff, the PO shall be notified in time to attend.

All reports shall be provided in draft form. Upon receipt of comment from the EPA PO and TOCOR, the contractor shall revise the report and distribute final copies as stated in the Scope of Work.

V. EPA CONTACTS

Task Order Project Officer:

Ming Chang
Office of Human Resources
US Environmental Protection Agency
1200 Pennsylvania Ave NW, Mail Code 3600A
Washington, DC 20460-0001
Phone: (202) 566-0619
chang.ming@epa.gov

Project Officer:

Terry Fenton
Conflict Prevention and Resolution Center (2388A)
Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, DC 20460
Phone: (202) 564-2090 Fax: (202) 501-1715
fenton.terry@epa.gov

VI. PERIOD OF PERFORMANCE

The period of performance of this delivery order shall be until September 30 ,2016 with the option to extend performance.